

FEDERAL CORRECTIONAL INSTITUTION/ FEDERAL DETENTION CENTER

Tallahassee, Florida



PSYCHOLOGY DOCTORAL INTERNSHIP PROGRAM 2015-2016

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Member of The Association of Psychology Postdoctoral and Internship Centers (APPIC)

Accredited American Psychological Association

Notice to all applicants: This program abides by the APPIC policy that no person at this training facility will solicit, accept, or use any ranking-related information from any internship applicant.

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FCI & FDC TALLAHASSEE

The Federal Correctional Institution at Tallahassee, Florida was built in 1938. FCI Tallahassee is a low security, female facility housing offenders who have been convicted of a range of federal crimes. The housing units include a Special Housing Unit (for inmates accused and convicted of rule infractions), a Residential Drug Abuse Program, four general housing units, and an honors unit.

Inmates in the general population have supervised access to a dining hall, commissary, libraries, visiting area, and recreational facilities. They are also offered education, vocational training, and medical, dental, psychological, and religious services. The Education Department provides adult basic education, high school equivalency, post-secondary education, Spanish and English as a second language, parenting and nutrition classes. Vocational training programs include electronics, horticulture, heating/air conditioning, construction trades, plumbing, electrical wiring, masonry, landscaping, cosmetology, dental hygiene and business education. During each weekday the inmates work, attend school, and/or receive vocational training for approximately seven hours. One of the more popular work assignments is the UNICOR call center program. Inmates can earn an hourly wage ranging from approximately 25 cents to \$1.50.

Just a few hundred yards from the FCI is the Federal Detention Center (or FDC) which was completed in 1992. The FDC houses up to 300 male offenders. Most are awaiting trial, sentencing, or transfer. Psychology Staff primarily provides crisis intervention services to the FDC Inmates.

The male and female inmates at FCI and FDC Tallahassee come from all 50 of the United States and from at least 30 different countries. A wide variety of mental health needs and issues are presented by the inmates, providing a rich and diverse training experience for interns.

PSYCHOLOGY TREATMENT PROGRAMS FCI & FDC TALLAHASSEE

The primary mission of the Psychology Department at FCI/FDC Tallahassee is to provide mental health services for designated and holdover inmates. Many inmates at the FCI have significant histories of psychological abuse or other trauma. Their mental health needs are addressed through individual and group treatment. The FDC houses male pre-trial and holdover inmates, with psychology staff providing mental health treatment such as improving coping skills and adjusting to incarceration.

In addition to crisis intervention, long- and short- term mental health treatment, the Psychology Staff at FCI/FDC Tallahassee offer a Residential Drug Abuse Program, Nonresidential Drug Abuse Program, Drug Abuse Education, and the Resolve Program. Each program has been developed by the Bureau of Prisons with a focus on empirically supported interventions.

Residential Drug Abuse Program provides intensive cognitive-behavioral, residential drug abuse treatment. Programming is delivered within a modified therapeutic community environment; inmates participate in interactive groups and attend community meetings. Program content focuses on reducing the likelihood of substance abuse through cognitive-behavioral interventions and relapse prevention strategies. The program also focuses on challenging antisocial attitudes and criminality. In addition, the program facilitates the development interpersonal skills and pro-social behavior.

Non-Residential Drug Abuse Program is designed to meet the needs of a variety of inmates including: inmates with relatively minor or low-level substance abuse impairment; inmates with a drug use disorder who do not have sufficient time remaining on their sentence to complete the intensive Residential Drug Abuse Program (RDAP); and inmates with longer sentences who are in need of treatment and are awaiting future placement in the RDAP. The program includes a variety of clinical activities organized to treat complex psychological and behavioral problems. The activities are unified through the use of Cognitive Behavioral Therapy (CBT), which was selected as the theoretical model because of its proven effectiveness with the inmate population.

Drug Abuse Education is designed to encourage offenders with a history of drug use to review the consequences of their choice to use drugs and the physical, social, and psychological impact of this choice. Drug Abuse Education is designed to motivate appropriate offenders to participate in nonresidential or residential drug abuse treatment, as needed. Participants in Drug Abuse Education receive information on what distinguishes drug use, abuse, and addiction using psycho-educational techniques. Participants in the course also review their individual drug use histories, explore evidence of the nexus between drug use and crime, and identify negative

consequences of continued drug abuse.

Resolve Program is a CBT program that was developed to address the mental health needs of female offenders which are trauma-related. The Resolve Program aims to decrease the incidence of trauma related psychological disorders and improve inmates' level of daily functioning. The Resolve Program also aims to increase the effectiveness of other treatments, such as drug treatment and health care. This particular program focuses on the development of personal resilience, effective coping skills, emotional self-regulation, and health interpersonal relationships. These skills are attained both through the use of educational, cognitive, behavioral, and problem-solving focused interventions. The three main components of the structured treatment program include; Trauma in Life, a psycho-educational workshop; Seeking Safety, a brief, skills-based treatment group; and either Dialectical Behavioral Therapy (DBT), Cognitive Processing Therapy (CPT), and/or Skill Maintenance Group which are intensive, cognitive-behavioral treatment groups to address persistent psychological and interpersonal difficulties.

Admission and Orientations to Psychology Services is provided by Psychology Department Staff upon admission to the facility. Newly arriving inmates receive a group orientation to Psychology Services on the topics of Sexually Abusive Behavior Prevention and Intervention, Suicide Prevention, Diversity, Adjusting to Prison, and an Overview of Available Services.

The Suicide Cadre Program Inmates are trained to be companions to help provide observation of inmates who are on suicide watch. Due to the sensitive nature of this, inmate companions undergo significant training, before becoming a companion, and after they are selected as a companion. Psychology staff ensure inmates are properly trained, as well as maintain all necessary information regarding the program.

PSYCHOLOGY DOCTORAL INTERNSHIP PROGRAM

GOALS, OBJECTIVES, & PHILOSOPHY

The primary goal of the Bureau of Prisons Psychology Service Internship Programs is to provide an integrated, flexible, and balanced set of learning experiences necessary to train entry-level professional psychologists. FCI Tallahassee is one of the longest standing APA accredited pre-doctoral internships in Bureau of Prisons, having first gained APA accreditation in 1990. Following the training objectives established by the Bureau of Prisons for all internship programs, FCI Tallahassee's internship program subscribes to a Generalist Practitioner Model. This model is designed to prepare students to become general *clinicians* and, beyond this, provides *specific training in the provision of mental health services in a correctional setting*. Training is focused on the following objectives:

1. Assessment and Diagnosis: The intern will demonstrate proficiency in conducting screening, assessment and diagnosis for a wide range of disorders and problems, using a multimodal approach.
2. Effective Intervention: The intern will demonstrate proficiency in planning and implementing a variety of evidence-based practices, including empirically supported treatments, to address mental health needs.
3. Interdisciplinary Communication & Consultation: The intern will demonstrate proficiency in coordinating relationships with various disciplines in the correctional environment via written and verbal communication and professional assistance.
4. Ethics and Professional Development: The intern will demonstrate proficiency practicing psychology within the boundaries of the ethical and legal principles governing professional behavior and a commitment to professional growth and development.
5. Scholarly Inquiry: The intern will demonstrate proficiency in understanding and applying scientific research to the practice of psychology.
6. Cultural Sensitivity: Interns will demonstrate awareness of and sensitivity to cultural factors impacting clinical services with diverse individuals, groups, and communities representing various personal and cultural characteristics.
7. Management and Administration of Psychological Services: The intern will demonstrate proficiency in performing professional activities that may include supervision, training, audits, program evaluation and/or administration of programs.

Experiences at FCI Tallahassee enable interns to practice and enhance previously learned skills, develop new skills, and facilitate personal and professional growth. This is accomplished by maintaining a focus on areas of competence for professional practice as we tie together the intern's scientific knowledge of psychology to professional applications. As the year progresses, we continue to develop requisite skills and knowledge while preparing the soon-to-be

independent clinician to effectively and ethically practice the profession of psychology. Self-monitoring, supervisor evaluations, and outcome assessments are used to assure that our identified objectives are met.

FACTORS UNIQUE TO THE FCI TALLAHASSEE INTERNSHIP PROGRAM

The Psychology staff at FCI Tallahassee consists of a Chief Psychologist, one staff psychologist, five drug abuse treatment specialists, and three psychologists serving as program coordinators including; an Internship Program Coordinator, a Drug Abuse Program Coordinator, and a Resolve Program Coordinator.

The training program allows interns to gain experience in a correctional setting providing services to both female and male offenders. Unique to the program is the intensive rotational experiences. Interns are required to complete four rotations, providing a breadth of experience.

Substantial personalization of the internship training year is the norm. Specifically, it is highly encouraged that interns work collaboratively with their supervisors throughout the year to tailor the needs and desires related to professional growth & advancement.

Another advantage of the training program at FCI Tallahassee is that numerous learning resources are readily available to its interns. Several major colleges and universities are located in Tallahassee, most notably Florida State University and Florida A&M University. Library privileges may be available to interns who are working toward completion of the dissertation, as well as to the student who is committed to developing his/her clinical skills. Additionally, there are often training opportunities and seminars available in the local area that interns can potentially attend. The Psychology Department also provides an extensive library containing books, audio, and visual materials related to a large variety of topics. Additionally, Interns may also access the Bureau of Psychology numerous online training resources, including BOPLEARN and CENTRA training sessions.

ROTATIONS & TRAINING EXPERIENCES

Interns spend three months on four out of five successive rotations. The order of the rotations is assigned primarily with the intern's specific training goals in mind. The rotations include:

General Corrections Rotation

The emphasis during this rotation is on short term crisis intervention skills and conducting suicide risk assessments. The intern will assist receiving and discharge staff in processing newly arriving inmates and assures all psychology related intake screening information is collected. The intern may complete brief assessments of newly arriving holdover and pre-sentence male inmates. Training of inmates monitoring suicidal inmates and completing assigned readings related to suicide prevention are additional duties of this rotation. While on the General Corrections rotation, the intern conducts interviews of newly arriving presentence and holdover inmates to identify needs for mental health interventions.

Dr. Michael Plasay, Chief Psychologist, provides supervision during this rotation.

Drug Abuse Program Rotation

This rotation emphasizes group interventions with substance abusers both in residential and nonresidential treatment programs. The intern will conduct two types of groups with this population. They include process-oriented non-residential and didactic drug education treatment groups. In addition, the intern will have the opportunity to assist drug treatment staff with residential drug treatment groups. Interns will conduct monthly monitoring of various components of the drug treatment program and complete interviews to determine diagnosis and need for comprehensive drug treatment. During the Drug Abuse Rotation, the intern completes formal assessments of inmates to determine diagnostic impressions and to make a determination as to eligibility for residential services.

Dr. Kelvin Marcelli, Drug abuse Treatment Coordinator, provides supervision during this rotation.

Trauma Treatment Rotation

In this rotation, the intern will learn to conduct screening interviews and testing to assess the need for group or individual treatment for symptoms of psychological traumatization and for proper placement in treatment programs. The intern conducts enrollment and treatment planning interviews for inmates entering these specialized groups. In addition, the intern will lead two psycho-educational/process groups for female trauma survivors. During the Trauma Treatment Rotation, interns conduct assessments in order to identify, diagnose and recommend treatment for victims of PTSD and other forms of trauma.

Dr. Meghan Reilly, Resolve Coordinator, provides supervision during this rotation.

Mental Health Rotation

Interns assigned to this rotation are primarily responsible for coordinating mental status assessments of newly committed inmates. The intern will also conduct a values clarification didactic group, called Living Free, which reviews thinking errors, how habits are formed, and plans for personal change. Interns are responsible for orienting newly committed inmates to the general nuances of prison life. Finally, during the Mental Health Rotation, interns complete IQ assessments for educational purposes.

Dr. Hunter McIntyre, Internship Program Coordinator, provides supervision during this rotation.

Jail Rotation

Psychologists and interns continue to play a major role in helping to meet the mental health needs of inmates who are awaiting trial, sentencing, transfer to another institution, or who are newly designated. As the length of stay for these detainees and inmates varies, psychologists are able to provide a variety of intervention services to these inmates. The goals of this rotation are to provide the intern with experience in working with pretrial, presentence, holdover, and newly designated inmates, and to provide consultation to correctional staff regarding proper management of this diverse and sometimes volatile population. The intern will also be provided opportunities to enhance his/her abilities in leading and co-leading psychoeducational groups for the inmate population. In addition, the intern will gain experience in managing and assessing inmates in both the general population and the Special Housing Units.

Dr. Michael Plasay, Chief Psychologist, provides supervision during this rotation.

CONCURRENT DUTIES & EXPERIENCES

(CONCURRENT TO ALL FIVE ROTATIONS)

Interviewing and Psychological Assessment

- Each intern normally completes 4-8 intake interviews and write-ups per week. Upon admission to the prison every inmate is interviewed, primarily to determine need and motivation for psychological treatment.
- In addition to the assessment component in each rotation, interns conducted additional assessment as deemed necessary by Clinical supervisor. Interns administer and interpret standard psychological tests, and they integrate the results from these tests with behavioral and historical data in psychological reports. Most evaluations include a diagnosis and treatment recommendations. When conducting evaluations, interns consult with medical, educational, and other staff at various times.
- Interns conduct on-the-spot evaluations of inmates in crisis. Under supervision, they assess for the presence of suicidal ideation, adjustment-related disorders, or psychosis, and make appropriate dispositions.
- Interns complete evaluations of inmates to determine their readiness for release to less structured or less secure facilities.
- Interns shadow on call Psychology Staff throughout the internship. This often involves conducting on-the-spot inmate crisis evaluation and intervention under the close supervision of the on call Psychologist.

Psychotherapy

- Each intern normally carries a caseload of 15-25 clients for, at a minimum, bi-monthly mental health follow up, depending on his/her rotation. The caseload includes both long-term clients and those who are involved in brief therapy. The latter is often the treatment of choice to assist clients in crisis, while long-term therapeutic relationships are formed in order to help clients change chronic maladaptive patterns of thought, feeling, and behavior.
- While at FCI Tallahassee, interns lead at least four didactic groups that incorporate both psycho-educational and process elements. They also have the opportunity to develop and implement group programs or to lead or co-lead additional therapy groups of their own choosing.
- In their supervised therapy experiences, interns are able to explore diverse treatment models and methods. Clinical supervisors generally place equal emphasis on accurately monitoring the process as well as the outcome of

psychotherapy. Interns are required to video tape selected therapy sessions, which can then be reviewed during weekly individual and group supervision.

Consulting with Unit Teams

- Each intern is assigned to a FCI housing unit and is the primary provider of psychological services to the inmates of that unit. The intern shares information with the unit staff responsible for the inmate and helps to accomplish their identified reentry goals. The intern's responsibility grows with his/her evolving clinical and consultative skills. Nevertheless, the paramount role of the intern is that of trainee.

Research

- The value of research and the dual role of the psychologist as scientist-practitioner are readily acknowledged. The most successful intern will make every effort to complete all research requirements for his/her graduate program prior to the start of the internship.
- Participation in additional research endeavors is encouraged at FDC/FCI and interns may negotiate to spend a portion of their work hours (up to 4 hours per week) in planning and conducting research projects.

SUPERVISION & CLINICAL SUPERVISORS

Each week interns receive two hours of individual supervision from a FCI psychologist. In addition, supervision will be provided to the entire group of interns for two hours per week by one of the FCI psychology staff. All clinical supervision will be by licensed psychologists.

Dr. Michael Plasay, Chief Psychologist- Dr. Plasay received his degree in Clinical Psychology from the University of Southern Mississippi, and has specializations in neuropsychological and psychological assessment, psychopathology, and cognitive behavioral treatment strategies.

Dr. Hunter McIntyre, Internship Program Coordinator- Dr. McIntyre received his degree in Counseling Psychology from the University of Memphis. His interests include resiliency, coping styles, and existentialism.

Dr. Kelvin Marcelli, Drug Abuse Treatment Coordinator- Dr. Marcelli received his degree in Clinical Psychology from University of Tennessee and has specializations in substance abuse treatment, forensics, psychopathology, and psychodynamic treatment.

Dr. Meghan Reilly, Resolve Program Coordinator- Dr. Reilly received her degree in Clinical Psychology from The Chicago School of Professional Psychology. Her research interests include forensics, Axis II Disorders, and serious mental illness.

EVALUATION OF INTERNS

Evaluation of the internship is continuous and mutual; supervisors assess the performance of their assigned interns while interns similarly rate the quality of their training. Interns are strongly encouraged to discuss their performance and the evaluation criteria with their assigned supervisor throughout each quarter. On a quarterly basis intern activities and progress are reviewed by the rotation supervisor. The Internship Program Coordinator meets regularly with interns and supervisors to discuss their progress in training. Interns are also required to complete an evaluation of their training experiences at the conclusion of each rotation. Evaluations are sent to the intern's academic program at the end of each quarter.

In the event of an unsatisfactory evaluation of an intern, the supervisor shall identify areas where improvement is most needed. In these cases the intern will be given additional supervision until performance is raised to an acceptable level. To accomplish this, the evaluation process can take place on a weekly or monthly, rather than quarterly, basis.

ACCREDITATION

The internship program at FCI Tallahassee has a long and well established history which dates back over 40 years. FCI-Tallahassee is a member of the Association of Psychology Postdoctoral and Internship Centers (APPIC). Accreditation by the American Psychological Association was first granted in 1990. This internship site participates in the APPIC Internship Matching Program so applicants must submit their application on line and register for the Matching Program in order to be eligible to match to our program. Consistent with our accreditation, this internship site agrees to abide by the APPIC policy that no person at this training facility will solicit, accept or use any ranking-related information from any intern applicant. For more information, please see the relevant APPIC Matching Policies at www.appic.org.

Questions related to the program's accredited status should be directed to:

Commission on Accreditation

Office of Program Consultation and Accreditation

American Psychological Association

750 First Street, NE

Washington, DC 20002-4242

Phone: (202) 336-5979 / E-mail: apaaccred@apa.org

Web: www.apa.org/ed/accreditation

RESOURCES

The Psychology Department is centralized within the institution. Psychology offices (including intern offices) are located in one area and the drug abuse treatment staff is located in another area. This promotes a professional treatment atmosphere and fosters a close working relationship between staff and interns. Two group rooms are located in the psychology department. All staff and interns have individual office space equipped with personal computers and video equipment. There are up-to-date testing and staff reading libraries as well as internet access to psychology journals. Psychology records are maintained on a computerized database system. Proficiency in typing clinical notes into our psychology database is necessary.

GRIEVANCE PROCESS

Interns are encouraged to report all concerns regarding ethical, professional, or administrative problems. Our goal is to resolve any problems at the earliest opportunity. We have found that most issues can be informally resolved in an open discussion with the clinical supervisor, Internship Program Coordinator and/or the Chief Psychologist.

In the event an informal resolution is not sufficient, the procedure for submitting formal grievances is covered in detail during orientation and a written copy is provided to interns. In general, if an intern has a complaint or grievance, he/she has grievance rights through the Bureau of Prisons. After notifying the appropriate staff member of the concerns, the intern may then contact a Union officer and direction may be given to file a formal grievance to the Associate Warden (Programs) or the Warden. Of course, it would be in the best interest of the student to keep his/her University representative aware of the complaint and the intern can (and should) present the complaint directly to APA.

INTERNSHIP BENEFITS PACKAGE

Funding for each training year is contingent on continued approval of the training program by the Federal Bureau of Prisons. Psychology interns are appointed at the GS-9 level and receive the following benefits:

- A stipend of approximately \$49,520.00 (per current locality pay scale of GS-9, Step 1) divided in bi-weekly payments over the internship year. Florida has no state income tax.
- 4 hours of annual and sick leave per pay period
- 10 paid federal holidays

Interns are strongly encouraged to maintain their own health, dental and professional liability insurance(s) as the BOP is not able to offer these benefits to interns who are considered temporary federal employees.

TRAINING YEAR

The starting date for the internship includes the last two weeks of August. The exact day changes as it is based on interns beginning at the start of a pay period. Typically on the second Friday in August of the next year the internship ends. Interns who are frugal in use of sick and annual leave may be able to complete the required 2000 hours of training before graduation. However, a certificate of completion will not be issued until the last day of the internship.

EMPLOYMENT OPPORTUNITIES

Over the years, many of the individuals completing the internship program at FCI Tallahassee have entered careers in the BOP and continue to serve the BOP in psychology and administrative positions. The internship program at FCI Tallahassee subscribes to a Generalist Practitioner Model while also providing valuable training in the provision of mental health services in a correctional setting. Opportunities for Psychologists are diverse, with positions across the nation, in a variety of treatment programs, both serving as treatment providers, coordinators, and administrators. Subsequently, opportunities for advancement within the Bureau arise regularly.

Historically, new Psychologists applying for positions in the BOP have a wide variety in geographical locations and types of prison settings to choose from. New Doctoral graduates selected as Staff Psychologists commence employment at the GS-11 Step 1 salary level (currently \$59,158), with successful completion of the first year leading to automatic promotion to GS-12 (\$70,906 to 92,177, depending on length of service). Promotions to positions offering GS-13 (\$84,317 to 109,611) and GS-14 (\$99,638 to 129,526) are possible (salaries effective as of January 2012 and typically increase annually). Funds are provided for annual continuing education. Psychologists employed by the BOP may also engage in outside employment such as private practice or teaching, after obtaining approval.

Psychology Staff at FCI Tallahassee recognize the dynamic process of transitioning from Pre-Doctoral intern to Post-Doctoral Practitioner. Throughout the training year, the breadth of active experiences during internship, a range of resources, and continued collaboration between Interns and Supervisors allows for exploration, identification of Post-Doctoral career goals. Post-Doctoral Employment is not guaranteed; however, for those interested in careers in the BOP the training year offers ongoing information regarding job openings in the BOP, as well as informative sessions regarding the application process. The Psychology Department can also assist interns in making connections with Chief Psychologists from other institutions who are hiring new staff members. Former graduates of the FCI Tallahassee Internship Program have served as Staff Psychologists, Psychology Treatment Program Coordinators, and Chief Psychologists across the Bureau of Prisons.

LIVING ARRANGEMENTS

Most interns and psychology staff live in Tallahassee. This city is fondly known as *Florida with a Southern Accent* and is a great place to live with many fun and exciting things to see and explore. Tallahassee, located in Leon County, is Florida's State Capital. In 2010, the U.S. Census Bureau reported a population of well over 360,000 people for the Tallahassee metropolitan area. Tallahassee has all of the educational, cultural and recreational amenities of a larger city. In addition, Tallahassee and its surrounding areas are well known for the vast tracts of national forest and state wildlife preserves.

For the beach buff, Tallahassee is located about eighty miles from beautiful beaches on the Gulf of Mexico, and multiple beaches are within driving distance for a same-day trip. Many beautiful rivers and sinkholes are within a short drive of the city. Summer temperatures are hot and humid, typically in the 90's during the months of June through September. A surprise to many who are not familiar with North Florida temperatures is that December through February are always cold with temperatures hovering in the 40's during the day and dipping to freezing temperatures at night.

With a median rental price of \$950 per month and median home value of \$170,000, interns will have little difficulty locating living accommodations in Tallahassee. The Internship Program Coordinator can provide some literature to assist in relocation efforts.

APPLICATION PROCEDURE

Requirements

Applications are accepted from students enrolled in APA accredited doctoral programs in clinical and counseling psychology. Prior work experience in a correctional setting is not required, but training and experiences indicative of appropriate interest are important considerations in selections.

To be internship eligible, students must be U.S. citizens, have successfully completed all doctoral course work by the beginning of the internship, have a minimum of 700 hours of supervised practical experience by the beginning of the internship year, and have theoretical and practical exposure to the more common psychological testing techniques and therapeutic interventions. Preference is given to applicants who have successfully defended a dissertation or similar project proposal prior to the interview. *The Bureau of Prisons is an Equal Opportunity Employer, and encourages the application of minority students.*

Application Process

The deadline for complete applications is November 1st although applicants are encouraged to submit their applications earlier. As this internship is a member of APPIC and participates in the National Match process, all applications must be submitted electronically in accordance with the online AAPI procedures established by APPIC. Details regarding the AAPI Online application process for psychology internship are available on the APPIC website at: <http://www.appic.org>. Be sure to designate FCI Tallahassee as a recipient of your application.

As completed packages are received, they are ranked according to the applicant's academic achievement, practical experience, match of interests with the main emphases of the program, references, and work sample. Only suitable candidates who appear to be a good fit with our model of training are invited for an interview. In-person interviews are required. While we understand that there may be an unusual circumstance when this is not feasible, feel free to contact the Internship Program Coordinator, Dr. H. McIntyre, for additional details. All interviews will be completed by January 31st and positions will be filled strictly in accordance with APPIC policy.

All Bureau of Prisons' positions are designated as "sensitive". Consequently, *applicants must successfully complete a security clearance procedure and personnel interview.* For FCI Tallahassee, these interviews may take place at any federal prison, however they must be successfully completed before an applicant is interviewed by the internship staff.

The security clearance will also include *a subsequent background investigation and drug screening, all of which will occur after an offer for internship has been made.* Please make note

that no offer for internship is final until after the intern has successfully completed each step in the clearance process.

Materials

The Internship Application form is standard for all APPIC sites. This online application can be accessed via Web site (<http://www.appic.org>).

Completed application packages for FCI Tallahassee must include:

- ▲ A current vitae which describes all relevant practicum work, academic, professional and research experience;
- ▲ Transcripts of all graduate work;
- ▲ Letters from three individuals who are familiar with your work in psychology, as well as with your personal qualifications;
- ▲ One written work sample of an adult assessment case.

No applicant will be considered for an interview if the packet is incomplete.

We in Psychology Services are very proud of our program and we look forward to the opportunity to talk with you about the training program. Should find that you have questions you'd like answered after reading our brochure that may assist you in the application procedure, please contact:

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